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JUN 11 2012

**LUNENBURG TOWN
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Town of Lunenburg
DPW Building Committee
Lunenburg, Ma. 01462

Minutes of 8-31-10
Location: Lunenburg Town Hall
17 Main St. 2nd floor
Joseph F. Bilotta Meeting Room
Meeting time: 4:30pm

Committee members present:

David MacDonald	Chairman - Citizen at Large
Joanna L. Bilotta	Vice Chairman - Planning Board member
Jay Simeone	Secretary - Citizen at Large
Leigh Mezzetti	Alternate Secretary - DPW Administrative Assistant
Steve DeBettencourt	Board of Selectman member
Jan Carrier	Citizen at Large, Cemetery Comm.

Absent: Jim Breault DPW Facilities Manager

Also in attendance:

Kerry Spiedel - Town Manager, Laura Williams - Chief Administrative Assistant,
Jack Rodriquez - DPW Director

Meeting called to order at 4:30 pm
Minutes of 8-24-10 were reviewed and approved.

The Chairman presented four AIA draft documents for the committee to review:
AIA document A101-1997, B141-1997, B101-2007, and G701.
The documents are standard forms of agreements between owner and Architect for
services and payment schedules.

The committee reviewed the changes to the RFP for Architectural services. The dates for
the bid schedule were finalized. The bid is to be advertised the week of September 13th,
2010 in the Central Register, and a local paper.
Bids will be due on or before September 29th, 2010.
Interviews will be conducted during the week of October 4th, 2010.
The bid will be awarded on or before October 19th, 2010.
There will also be a pre-bid conference, but no firm date or location was finalized.

There was still a question regarding the use of the word "Design or Designer" versus
"Architect, or Architectural". A clarification from what Town Counsel had previously
stated in the meeting of 8-24-10 was requested.

A revision to the scope of services was then reviewed. There were some minor changes
made to wording of certain specifications in the RFP.

There was a vigorous discussion regarding which party should be responsible for over site of the project, change orders, signing off for deliverables of goods and services? Should it be the Architect? The General contractor? A Clerk of the Works? The Building Committee? What part of the project is the Architect responsible for? Who does the General Contractor answer to? Who over see's the General Contractor? No firm decision was made.

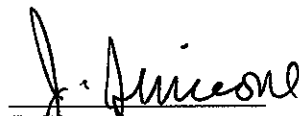
There was also much discussion regarding advertising a fixed dollar fee for the Designer/Architect contracted services, and how much that figure should be. The Chairman was adamant about not advertising an actual number. After much discussion, the term and amount of "not to exceed \$70,000 dollars" was agreed upon. Laura and Steve both stated that the Massachusetts has different procurement laws regarding engineering services for vertical construction versus horizontal. The Chairman, being in private business, does not agree with stipulating an actual dollar amount for the service.

The next meeting is scheduled for next Wednesday, 9-8-10, at 5:00 pm. In the Town Hall.

Motion to adjourn at 6:00 pm.

Respectfully Submitted by:
Jay Simeone
Secretary


D. MacDonald


J. Simeone

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